



## **Request for Professional Services No. 8-18**

# **Miscellaneous Professional Architectural and Engineering Services**

**May 25, 2018**

**Chad Chronister, Sheriff**  
HILLSBOROUGH COUNTY

Financial Services Division  
2008 E. 8th Avenue  
Tampa, FL 33605



Dave Janney, Senior Procurement Analyst  
(813) 247-8053  
DJanney@hcsso.tampa.fl.us

**INSTRUCTIONS TO FIRMS**

Included herein are General Terms and Conditions (Part A), Special Provisions (Part B), and Submittal Response (Part C), which together with all attachments, constitute the entire "Submittal Package". Said package must be the basis upon which all submittals are offered and the same (the entire package) must be kept together and returned, intact, by the time and at the place herein specified. The Firm must manually sign the General Terms and Conditions (Part A) and Submittal Response (Part C). Any questions concerning this Request for Professional Services (RPS) should be directed to the Senior Procurement Analyst whose name appears above.

When awarded, the Submittal Package becomes the "**Agreement Document**". The Firm's signature on the Submittal Response (Part C) constitutes the Firm's agreement to the terms therein. The signature on the Submittal Package must be that of an Officer of the Firm or an individual authorized to commit the Firm to a legal and binding agreement. **READ THE ENTIRE SUBMITTAL PACKAGE CAREFULLY BEFORE SIGNING.**

**NOTICE TO FIRMS**

**WHEN SUBMITTING A SEALED SUBMITTAL, CLEARLY MARK THE PACKAGE AS A SUBMITTAL PACKAGE ON THE OUTSIDE OF THE ENVELOPE OR BOX. INCLUDE THE SUBMITTAL NUMBER AND THE DATE AND TIME OF THE SUBMITTAL OPENING.**

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<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
RPS ADVERTISED / POSTED TO HCSO AND OSD WEBSITE	5/25/18
SUBMIT LETTER OF INTENT	6/8/18
DEADLINE TO SUBMIT QUESTIONS AND ANSWERS	6/11/18
DEADLINE TO SUBMIT SUBMITTAL	6/15/18
AWARD NOTIFICATION TARGET DATE	6/29/18

**LETTER OF INTENT**

**REQUEST FOR PROFESSIONAL SERVICES NO. 8-18**

The undersigned acknowledges the General Terms and Conditions of the Request for Professional Services (RPS) and intends to respond to the Hillsborough County Sheriff's Office (HCSO). We understand that any amendments, clarifications, and addenda to the RPS will be promptly communicated to the individual authorized below to receive this information.

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FIRM NAME

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FIRM ADDRESS

---

PRIMARY CONTACT NAME/TITLE

---

EMAIL ADDRESS

---

TELEPHONE NUMBER

FAX NUMBER

---

SIGNATURE OF FIRM OFFICER

DATE

**\*\*NOTE: THIS FORM SHOULD BE SENT IMMEDIATELY TO THE SENIOR PROCUREMENT ANALYST LISTED ON THE FRONT OF THIS DOCUMENT AT FAX NUMBER 813-242-1826 or [purchasing@hcsso.tampa.fl.us](mailto:purchasing@hcsso.tampa.fl.us)**

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**HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
2008 E. 8th Avenue  
Tampa, Florida 33605**

**FIRM NAME:** \_\_\_\_\_

**SUBJECT:** Request for Professional Services Number 8-18  
Miscellaneous Architectural and Engineering Services

**OPENING DATE and TIME: 6/15/18 at 3:00 pm.**

**PLACE:** Malcolm E. Beard Sheriff's Operation Center  
Financial Services Division, Purchasing Section  
2008 E. 8th Avenue, Room #125  
Tampa, Florida 33605

**PART A - GENERAL TERMS AND CONDITIONS:**

1. Submittals: Must be contained in a SEALED envelope addressed to: Chad Chronister, Sheriff, 2008 E. 8th Avenue Room #125, Tampa, Florida 33605. To prevent inadvertent opening, the Submittal must be marked as a SUBMITTAL PACKAGE (including the Submittal number, the date and time of the Submittal opening) on the outside of the envelope.

If our specifications, when included in our Request for Professional Services (RPS), are not returned with your Submittal Package, and no specific reference is made to them in your Submittal Response (Part C), it will be assumed that all provisions will be met.

2. Submittal Delivery: The responsibility for getting the Submittal Package to the Hillsborough County Sheriff's Office (HCSO) on or before the stated time and date will be solely and strictly the responsibility of the Firm. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Firm shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Submittals will not be accepted after the time specified for receipt. Such submittals shall be returned to the Firm unopened with the notation "This Submittal was received after the time designated for the receipt and opening of submittals."

3. On-Line Documents: The HCSO is publishing documents on its website <http://www.hcso.tampa.fl.us> for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a submittal.

4. Information and Descriptive Literature: The Firm must furnish all information requested in the Submittal. If specified, each Firm must submit descriptive literature and/or complete narratives covering the services offered. Submittals that do not comply with these requirements will be subject to rejection.

5. Submittal Costs: Submittals are solely at the cost of the Firm and the HCSO in no way is liable or obligates itself for any cost incurred by the Firm preparing the submitted Submittal Package.

6. Submittal Obligation and Disposition: The contents of the Submittal Package and any clarifications thereto submitted by the Firm shall, upon award, become part of the obligation and incorporated by reference into the ensuing agreement. All Submittal Packages become the property of the HCSO and will not be returned to the Firm.
7. No Submittal: If you do not wish to submit a response to the RPS, please return the Statement of No Submittal found on page 24. The “No Submittal” information is helpful to the process and assures the HCSO you wish to remain on the HCSO Vendor List.
8. Familiarity with Laws: The Firm is required to be familiar with all federal, state and local laws, ordinances, rules, codes and regulations that in any manner affect the Services. Ignorance on the part of the Firm will in no way relieve the Firm of responsibility.
9. Laws, Statutes and Ordinances: The terms and conditions of the RPS and the resulting Agreement shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this RPS and to the resulting Agreement.
10. Public Entity Crimes: Pursuant to §§287.132-133, Fla. Stats., the HCSO, as a public entity, may not accept any bid, submittal or reply from, award any contract to, or transact any business in excess of the threshold amount provided in §287.017, Fla. Stat., for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), Fla. Stat. If you provide a Submittal in response to this request, you are certifying that §§287.132-133, Fla. Stats. does not restrict your submission.
11. Public Record: Any material submitted in response to this RPS will become a public document pursuant to §119.07, Fla. Stat. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, Fla. Stat. The Firm or Architect/Engineer (A/E) agrees to comply with §119.0701, Fla. Stat. regarding maintenance and provisions of access to all public records generated by this Agreement with the HCSO.

The HCSO requires that, at the conclusion of the selection process, the contents of all submittals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a Submittal must be clearly stated in the Submittal itself. Proprietary information submitted in response to the RPS will be handled in accordance with applicable Florida Statutes.


**If the A/E or Firm has questions, regarding the application of Chapter 119, Florida Statutes, pertaining to the A/E’s duty to provide public records relating to this Agreement, contact the custodian of public records at: HCSO Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, Phone 813-247-8210 or email at [hcsorecords@hcsotampa.fl.us](mailto:hcsorecords@hcsotampa.fl.us)**

12. Appropriations of Funds: The HCSO, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this Agreement is executed and entered into and for which the Agreement shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Agreement, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Agreement.
13. Acceptance and Rejection: The HCSO reserves the right to reject any or all Submittals, for cause, to waive irregularities, if any, and to accept the Submittal or Submittals which in the judgment of the Sheriff is in the best interest of the HCSO. The HCSO reserves the right to evaluate, add and/or reject any items from any submittal options or resulting contract(s) when deemed to be in the best interest of the HCSO.
14. Compliance with HCSO Procurement: Firm is advised that by providing a Submittal, Firm hereby agrees to comply with the HCSO's Procurement Policy and Procedures, including, but not limited to, HCSO's policy and procedures regarding Bid protests.
15. Protests: Any prospective Firm who protests the reasonableness or appropriateness of the notice of award for any or all Submittals will submit a notice of protest in writing within 72 hours (excluding Hillsborough County holidays, Saturdays and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand deliver for which a receipt must be provided.

The Purchasing Section will have five (5) business days upon receipt of this notice to meet and consider the protest as written. The Senior Procurement Analyst will coordinate the review process with the parties involved and may request additional information from the Firm or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Senior Procurement Analyst will make a recommendation to the Chief Financial Officer (CFO).

The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Firm in writing. This decision and the basis upon which it was made will be communicated to the Firm within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding Hillsborough County holidays, Saturdays and Sundays) requesting a Management review of the decision. Final decision of an appeal will be made by the Sheriff.

CHAD CHRONISTER, SHERIFF  
HILLSBOROUGH COUNTY, FLORIDA

By:   
Christina R. Porter, CPA  
Chief Financial Officer

16. General Terms and Conditions outlined above are acknowledged. Our Submittal is attached.

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Firm Name

Date

---

Print Name/Title

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Signature of Firm Principal

NOTE: THIS PAGE MUST BE RETURNED WITH YOUR SUBMITTAL AFTER COMPLETING PARAGRAPH 16. EACH FIRM'S SUBMITTAL AND ANY CLARIFICATIONS TO THAT SUBMITTAL AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE FIRM OR A DESIGNATED AGENT EMPOWERED TO BIND THE FIRM IN CONTRACT. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE SUBMITTAL RESPONSE (PART C, PARAGRAPH 1).

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## **PART B - SPECIAL PROVISIONS**

### 1. IN GENERAL

This is a request for Professional Architectural / Engineering (A/E) Services for the provision of miscellaneous A/E Services for various Hillsborough County Sheriff's Office (HCSO) buildings and sites. A minimum of four (4) qualified Firms will be selected to provide professional services to the HCSO on an as-needed basis for future projects. It is the HCSO's intention to solicit responses from as many Firms as are interested, to evaluate those responses and to select the most qualified Firms. There is no work guaranteed to any Firm as a result of being selected. The HCSO reserves the right to contract for Professional A/E Services to the extent required for future projects.

### 2. PROFESSIONAL'S SCOPE OF SERVICES

The Scope of Services may include, but not necessarily limited to, the provision of various types of A/E services such as basic design and construction document services, or special services such as site evaluations, building assessments, preparation of reports, design criteria services, programming, permitting, etc. The selected Firms must be willing to provide reasonable proposals within short time frames and be prepared to commence and complete work timely. The actual Scope of Services will be negotiated by individual purchase orders as needed on a project by project basis. Services may pertain to any or all disciplines including but not limited to Architectural, Civil, Landscaping, Structural, Mechanical, Plumbing, Fire Protection, and Electrical elements of projects.

Work shall conform to all programming requirements of the HCSO and the applicable codes and ordinances of the authorities having jurisdiction. The scope may also include certain services such as geotechnical testing and surveying, required for design purposes.

### 3. FIRM QUALIFICATIONS

The HCSO is seeking Submittals from highly-qualified professional architectural Firms with substantial and successful experience in the design, construction document, and permitting services of similar size and type (renovations 1500 square feet – 50,000 square feet) for public facilities. Firms must be able to demonstrate adequate organizational, financial, and personnel resources to ensure timely and satisfactory completion of the Services. The capability and experience of the Firms will be among the most important factors in the evaluation of Submittals.

In the determination of the evidence of responsibility and ability to perform the Services, the HCSO reserves the right to evaluate the financial condition, experience record, personnel, facilities and organization of the Firm. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory, and will make shortlist awards only when such evidence is deemed satisfactory. The HCSO reserves the right to reject a Submittal when evidence indicates the inability to perform the Services specified within the RPS.

The selected Firms must be a State of Florida licensed architectural firm supported by requisite in-house or consulting licensed engineers. Firms must demonstrate their capability and experience in design, construction document, and permitting services of similar size and type (renovations 1500 square feet – 50,000 square feet) for public facilities. Firms are expected to demonstrate a proven track record of successfully completed projects. Firms must be the Architect of Record for the project; Architect of Record services cannot be subcontracted. The Firm's experience in the following areas may be of importance:

- a. Experience demonstrating inviting, exciting, yet cost effective site planning, and architecture.
- b. Experience in design, construction document, and permitting services of state-of-the-art facilities demonstrating durability, functionality, and low maintenance.
- c. Experience successfully delivering projects on time and within budget.
- d. Experience and qualifications of the Firm's lead professional(s) designated for day-to-day contact and management.
- e. Firms shall provide adequate information regarding its intended critical and specialty consultants. A local civil engineer will be preferable.

The HCSO may require background checks of Architect/Engineer (A/E) employees or consultants who will be working on HCSO property. HCSO will bear any costs related to the background checks.

The Vendor Packet attached as Appendix I must be returned with your Submittal Response (Part C) along with copies of Hillsborough County Business Tax Receipt or other local government business license. Firms can obtain information about the license at: <http://www.hillstax.org/ocweb/default.asp>. Current Certificates of Insurance for Liability and Workers Compensation must also be included.

#### 4. LETTER OF INTENT

Interested Firms planning to participate in this RPS should notify the Senior Procurement Analyst by use of the Letter of Intent form included herein.

#### 5. COMMUNICATION BETWEEN PARTIES

All questions in regard to this RPS are to be directed, in writing to the Senior Procurement Analyst: Dave Janney, at [Purchasing@hcsotampa.fl.us](mailto:Purchasing@hcsotampa.fl.us) or by fax at 813-242-1826. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this RPS prior to the Opening Date and Time on page five (5).

In the interest of public access, all documents relating to this RPS will be posted to the HCSO website at <http://www.hcsotampa.fl.us>. This will include Questions and Answers responses, amendments, addenda etc. Posting documents to the HCSO website is considered the official method of notification regardless of other notification methods the Senior Procurement Analyst utilizes for convenience of the parties involved.

#### 6. PREPARATION AND SUBMITTAL PACKAGE

Submittals shall be signed in ink by an authorized principle of the Firm. A signature of acknowledgement to the General Terms and Conditions (Part A) is required on page eight (8) and a signature of affirmation is required on page 23. All attachments to the RPS requiring signature acknowledgement (e.g. amendments) are to be returned with the Submittal Package.

Submittals are to be delivered in a sealed package. The face of the package shall indicate the RPS name, number, and time and date of the public opening. (A label is provided within this document for either use or example).

Submittals must be received by the HCSO Purchasing Section no later than the time and date shown on page five (5). Firms mailing their Submittals should allow for normal mail time to ensure receipt by HCSO prior to the time and date fixed for the acceptance of the Submittals. Submittals or unsolicited amendments

to Submittals, received by the HCSO after the acceptance date will not be considered and will be returned unopened marked "Received after the deadline for opening of submittals".

Firms shall submit the required Submittal Package and any additional literature or attachments in quadruplicate - one (1) original and three (3) copies, each marked appropriately, and one (1) electronic copy in Microsoft Windows® compatible format such as .pdf, saved on a USB flash drive or CD. Any proprietary information should be marked as such on the original and copies should be saved to a folder separate from the rest of the Submittal in the electronic copy.

The HCSO reserves the right to postpone the date for receipt and opening of Submittals or other deadlines and will make a reasonable effort to give at least five (5) calendar days notice of any such postponement to each prospective Firm.

#### 7. ACCEPTANCE AND REJECTION

The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all Submittals, for cause, to waive irregularities, if any, in any Submittal, and to accept the Submittal or Submittals which in the judgment of the Sheriff is in the best interest of the HCSO. The Sheriff reserves the right to select the Firms that will best meet the needs of the HCSO. Firm Submittals, which do not meet the mandatory requirements, will be considered in non-compliance and may be disqualified. Failure to submit all required items in the manner specified may result in your submittal being disqualified.

#### 8. CONFLICT OF INTEREST

The Firm agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, Fla. Stat. regarding standards of conduct for public officers, employees of agencies, and local government attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

#### 9. EVALUATION OF SUBMITTALS

Initially, all Submittals will be reviewed to determine if the Firm is both responsive in terms of the completeness of the Submittal Package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Submittals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Submittals determined to have met the minimum requirements will then be evaluated based on the following criteria. These criteria relate directly to information required in the Submittal Response (Part C) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. Submittal Response (Part C) offers details of the criteria below.

	<u>Points</u>
a. Ability of the Firm and its Professional Personnel.	30
b. Firm's Experience with Projects of similar size and type for public facilities.	30
c. Project Team Location.	15
d. Firm's Historical Ability to Meet Schedule and Budget Requirements.	10
e. Firm's Recent, Current, and Projected Workload.	10
f. Firm's other considerations.	<u>5</u>
Total	<u>100</u>

Submittals will be reviewed by each Evaluator. Failure to submit all required items in the manner specified may result in the Firm's submittal being disqualified. Firm's selections to a shortlist will be substantiated by supportive comments by each Evaluator. After comparison of selections and group discussion, a final shortlist will be determined.

An Evaluation Committee will consist of a minimum of three (3) members. Each committee member will independently read all eligible Submittals. Any clarifications requested by a committee member will be presented to the Firm through the Senior Procurement Analyst. When all evaluations are complete, the Senior Procurement Analyst will review the results providing an initial selection matrix indicating the group's collective shortlist of Firms.

10. ORAL PRESENTATION/TELEPHONE DISCUSSIONS

HCSO intends to shortlist no less than four (4) Firms for this RPS. Oral Presentations by the shortlisted Firms will not be required for this RPS. Telephone Discussions will be held with each of the shortlisted Firms.

11. AWARD

The Senior Procurement Analyst will submit the Evaluation Committee's final shortlist recommendation(s) to the Division Commander who will review and further recommend, through the Chain of Command, to the Sheriff who will have the final decision as to the final shortlist. The HCSO reserves the right to select the Submittal(s), which in the opinion of the Sheriff, best serves the requirements of the HCSO.

Selection notifications will be sent to all Firms. Submittal results will be available on our website <http://www.hcso.tampa.fl.us>, on the Purchasing tab. If you do not have internet access, and would like a copy of the submittal results, contact the Purchasing Section at 813-247-8034.

12. AGREEMENT PERIOD

The Agreement shall be effective for two (2) years from the date of award. By written mutual consent between the HCSO and the Firms, the Agreement may be extended on an annual basis for up to two (2) additional years.

13. INFORMATION PRIVACY

It is understood and agreed upon by the Firm in submitting a Submittal Package that the HCSO has the right to withhold all information regarding this RPS **until after selection**, including but not limited to: the number of Submittals received, submittal details, and the HCSO evaluation concerns about competing Submittals. Information released after award is subject to the disclosure requirements of Chapter 119, Fla. Stat. Firms are enjoined from discussing or disclosing the content of any Submittal with competing Firms during the evaluation process.

14. FAILURE TO PERFORM

Firms responding to this RPS agree by submission of such response that if, during the term of the resulting agreement, the Firm should refuse or otherwise fail to perform any of its obligations under the Agreement, the HCSO reserves the right to:

- a. Obtain the services from another Firm; and/or
- b. Terminate the agreement for cause; and/or
- c. Suspend/debar the Firm from proposing/bidding on HCSO procurement/contracts for a period of up to 24 months; and/or
- d. Pursue any and all other remedies available to the HCSO.

15. INSURANCE REQUIREMENTS FOR THE SUBMITTAL

The following insurance coverage is required for this submittal. General Liability and Auto Liability must include "Hillsborough County Sheriff's Office" as an Additional insured.

a. Worker's Compensation Insurance:

Employer's Liability:

Limit Each Accident.....	\$100,000
Limit Disease Aggregate.....	\$500,000
Limit Disease Each Employee.....	\$100,000

b. Commercial General Liability Insurance:

General Aggregate.....	\$1,000,000
Products – Completed Operations Aggregate.....	\$1,000,000
Personal and Advertising Injury.....	N/A
Each Occurrence.....	\$1,000,000
Fire Damage (Any One Fire).....	N/A
Specific Contract Aggregate Limits.....	\$1,000,000

c. Business Automobile Liability Insurance:

Bodily Injury & Property Damage Combined Single Limit Each Accident.....	\$1,000,000
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d. Professional Liability: Architects or Engineers

Maximum Deduction.....	\$1,000,000
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16. EXCEPTIONS TO SUBMITTAL

All Submittals must clearly state with specific detail all deviations to the requirements imposed upon the Firm by the General Terms and Conditions (Part A) and the Special Provisions (Part B). Such deviations should be stated upon the Submittal Response (Part C) or appended thereto. Firms are hereby advised that the HCSO may only consider submittals that meet the specifications and other requirements imposed upon them by this Submittal Package. In instances, where an exception is stated upon the Submittal Response (Part C), said Submittal may be subject to rejection by the HCSO in recognition of the fact that said Submittal does not meet the exact requirements imposed upon the Firm by General Terms and Conditions (Part A) and Special Provisions (Part B).

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2. PRESENTATION OF SERVICES**Firm Name:** \_\_\_\_\_

The undersigned has carefully examined the Submittal Package and all conditions affecting the professional services required by the HCSO.

The undersigned certifies that any exceptions to the Special Provisions (Part B) are noted in Part C, paragraph 1. All Special Provisions (Part B) not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award may be cause for removal from the shortlist.

We hereby propose to furnish the professional services described herein in accordance with the Submittal Package, except as noted in Part C, paragraph 1.

3. NARRATIVES AND DOCUMENTATION

As mentioned in Special Provisions (Part B), Paragraph 9, the outline below corresponds with the criteria on which HCSO will evaluate your Submittal. It is therefore important to maintain the organization of your Submittal Package as outlined so the evaluators may easily locate the required documents. Include narratives and supporting documentation.

Section title pages provided.

	<u>Points</u>
a. Ability of the Firm and its Professional Personnel.	30
b. Firm's Experience with Projects of similar size and type for public facilities.	30
c. Project Team Location.	15
d. Firm's Historical Ability to Meet Schedule and Budget Requirements.	10
e. Firm's Recent, Current, and Projected Workload.	10
f. Firm's other considerations.	<u>5</u>
Total	<u>100</u>

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Submittal Response Section Cover Page

**a. Ability of the Firm and its Professional Personnel**

- a. Include a two (2) page maximum description which states the Firm's abilities under Florida Statutes Chapter 287.055: Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.
- b. Attach current proof of General Liability Insurance, Workers' Compensation Insurance and Automobile Liability written for limits not less than \$1,000,000.
- c. Attach resumes for key personnel of the Project Team, detailing past experience as it relates to projects of similar size and type (renovations 1500 square feet – 50,000 square feet) for public facilities.
- d. Submit separate organizational charts delineating personnel assigned to both construction and design services, if applicable.

Documents:

1. Copies of key personnel's professional licenses/certifications
2. Copy of the Firm's State of Florida business license
3. Provide proof of active status of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations.
4. Organizational chart
5. Copies of specified insurance
6. Resumes of key personnel

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Submittal Response Section Cover Page

**b. Firm Experience with Projects of Similar Size and Type for Public Facilities**

- a. Present a concise outline of specific services the Firm is qualified to offer and prepared to provide.
- b. Identify any services or method of approach to services that your Firm believes to be unique, outstanding or which is recognized as giving the Firm a competitive edge or advantage.
- c. Provide information about the Firm's qualifications including technical competence to perform services required.

Documents:

- 1. Outline of Services
- 2. Narrative
- 3. At least 10 Project Experience Reference forms, see Attachment A.
- 4. Firm Data Sheet, see Attachment B

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Submittal Response Section Cover Page

**c. Project Team Location**

- a. Define where elements of the work will be performed (city/state), whether performed by prime or subconsultant firms, and who in the Firm's organizational chart will oversee performance of that work.
- b. Specify the key personnel of the project team and office location for each.
- c. A firm should be considered local if it is within the Tampa Bay Regional Partnership area, made up of Hillsborough, Pinellas, Pasco, Polk, Manatee, Sarasota and Hernando Counties.

Documents:

1. List of project teams and locations

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Submittal Response Section Cover Page

**d. Firm's Historical Ability to Meet Schedule and Budget Requirements**

- a. Provide a two (2) page maximum narrative outlining how you manage projects in order to meet schedule and budget requirements.
- b. Indicate the controls to be utilized to maintain both schedule and budget for various projects.
- c. Describe how personnel will be assigned, and tasks effectively handled, in order to provide the most efficient service on projects (during both the design and the construction document phases, if applicable).

Documents:

1. Narrative

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Submittal Response Section Cover Page

**e. Firm's Recent, Current and Projected Workload**

- a. Describe the current workload and your daily ability to handle the scope of services.
- b. Provide a graphic representation, one (1) page maximum, of your current commitment over the next one (1) year period for key personnel of the project team, including any subconsultant firms.

Documents:

1. Narrative of current workload and other Hillsborough County projects
2. Graphic representation of commitments over the next one (1) year period

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Submittal Response Section Cover Page

**f. Firm's Additional Considerations**

- a. Additional information deemed necessary by the Firm. Indicate any other considerations the Firm may wish to highlight or discuss such as awards, Firm brochures, letters of commendation, periodical articles, etc.

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4. AFFIRMATION AND DECLARATION

At this present time we understand all requirements and warrant that as a serious Firm we will comply with all the stipulations included in the Submittal Package.

The below named Firm affirms and declares:

- a. That signer is of lawful age and that no other person, firm or corporation has any interest in this RPS offered to be entered into;
- b. That this Submittal Package is submitted without any understanding, agreement, or connection with any other person, firm or corporation making a submittal for the same purpose, and is in all respects fair and without collusion or fraud;
- c. That the Firm is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
- d. That no officer, employee or person whose salary is payable in whole or in part from the HCSO, is, shall be or become interested, directly or indirectly, surety or otherwise in this Submittal Response; in the performance of the Agreement; in the supplies, materials, equipment, and Services or labor to which they relate; or in any portion of the profits thereof.

Respectfully submitted by,

Firm Name: \_\_\_\_\_

\_\_\_\_\_  
Print Principal's Name Date

\_\_\_\_\_  
Signature of Firm Principal Title

NOTE: THE ABOVE SIGNATURE OF AFFIRMATION AND THE SIGNATURE OF ACKNOWLEDGEMENT ON PAGE EIGHT (8), AS WELL AS ALL AMENDMENTS OR ADDENDA TO THIS DOCUMENT SHALL BE SIGNED BY AN OFFICER OF THE FIRM OR A DESIGNATED AGENT EMPOWERED TO BIND THE FIRM IN CONTRACT AND RETURNED WITH YOUR SUBMITTAL RESPONSE. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED IN THE SUBMITTAL RESPONSE, PART C.

**STATEMENT OF NO SUBMITTAL**

NOTE: If you do not intend to respond to this Request for Professional Services, please return this form to:

HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
Email: [Purchasing@hcsso.tampa.fl.us](mailto:Purchasing@hcsso.tampa.fl.us) or  
Fax: 813-242-1826

We, the undersigned, have declined to respond to your Submittal No. 8-18 Architectural and Engineering Services for the following reasons:

\_\_\_\_\_ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).

\_\_\_\_\_ Insufficient time to respond to the Request for Professional Services.

\_\_\_\_\_ We do not offer this service.

\_\_\_\_\_ Our Work schedule would not permit us to perform.

\_\_\_\_\_ Unable to meet specifications.

\_\_\_\_\_ Unable to meet Bond Requirements.

\_\_\_\_\_ Specifications unclear (explain below).

\_\_\_\_\_ Remove our Firm from your Vendor List.

\_\_\_\_\_ Other (specify below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that if the "no submittal" letter is not executed and returned, our name may be deleted from the list of qualified vendors for the Hillsborough County Sheriff's Office.

PLEASE PRINT - FIRM NAME: \_\_\_\_\_

FIRM PRINCIPAL: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



**SUBMITTAL EVALUATION**

Firm Name: \_\_\_\_\_

Selection based on the following criteria:

	<u>Points</u>	<u>Score</u>
a. Ability of the Firm and its Professional Personnel.	30	_____
b. Firm's Experience with Projects of similar size and type for public facilities.	30	_____
c. Project Team Location.	15	_____
d. Firm's Historical Ability to Meet Schedule and Budget Requirements.	10	_____
e. Firm's Recent, Current, and Projected Workload.	10	_____
f. Firm's other considerations.	<u>5</u>	_____
Total	<u>100</u>	_____

Provide comments on the qualifications or lack of qualifications, which influenced your recommendation.  
Complete all sections.

A. What are the strengths of this Submittal? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What are the weaknesses of this Submittal? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Date \_\_\_\_\_

**CHECKLIST, Include the following:**

- ONE (1) ORIGINAL and THREE (3) COPIES OF the entire RPS.
- ONE (1) Electronic copy. Proprietary information should be separated.
- SIGNATURES required Parts A and C.
- Any Addendums or Amendments (Signatures required).
- Completed Part C including Firm qualifications, experience, references, availability, responsiveness, and team location.
- Certificates of Insurance and Business Tax Receipt.
- Professional Licenses (if applicable).
- Firm literature information, if applicable.
- Appendix I, Vendor Packet.

**Below is an example of the information required on your Submittal Package. You may use this as a label if you wish.**

CHAD CHRONISTER, SHERIFF  
2008 E. 8<sup>TH</sup> AVE  
TAMPA, FLORIDA 33605  
ATTN: PURCHASING Ext. 8034  
SUBMITTAL PACKAGE

From: \_\_\_\_\_

RPS # 8-18

**OPENING DATE and TIME:**

6/15/18 @ 3:00 pm

**ATTACHMENT A**

**Project Experience Reference Form**

1. Project Title: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Project Description: \_\_\_\_\_

4. Project Complexity Group (as referenced in Attachment C): \_\_\_\_\_

5. Owner's Name and Address: \_\_\_\_\_

Contact Name/Phone Number: \_\_\_\_\_

6. Project costs at project completion:

a. Design: \_\_\_\_\_

b. Construction: \_\_\_\_\_

7. Were the Design Services completed within budget? \_\_\_\_\_

If not, what was the original design budget? \_\_\_\_\_

8. Were the Construction Services completed within budget? \_\_\_\_\_

If not, what was the original construction budget? \_\_\_\_\_

9. Project Duration (Dates):

a. Design:

i. Start Date: \_\_\_\_\_

ii. Completion Date: \_\_\_\_\_

b. Construction:

i. Start Date: \_\_\_\_\_

ii. Completion Date: \_\_\_\_\_

10. Were the Design Services completed within schedule? \_\_\_\_\_

If not, what was the original design completion date? \_\_\_\_\_

11. Were the Construction Services completed within schedule? \_\_\_\_\_

If not, what was the original construction completion date? \_\_\_\_\_

12. Location of office performing work: \_\_\_\_\_

13. Was applicant the prime firm or Subconsultant firm? \_\_\_\_\_

**ATTACHMENT A**

**Project Experience Reference Form (continued)**

14. Was work performed in-house? \_\_\_\_\_

15. Type/Scope of services provided: \_\_\_\_\_

16. Names of key personnel for this project: \_\_\_\_\_

17. Which members of your proposed team worked on this project? \_\_\_\_\_

18. List any subconsultants used on this project and the services provided: \_\_\_\_\_

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**ATTACHMENT B**

**Firm Data Sheet**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEIN NUMBER: \_\_\_\_\_

CONTACT PERSON/TITLE: \_\_\_\_\_

ALTERNATE CONTACT PERSON/TITLE: \_\_\_\_\_

Type Ownership: \_\_\_\_\_

Submittal for \_\_\_\_\_ Parent Firm

\_\_\_\_\_ Branch or Subsidiary

Parent Firm, if any: \_\_\_\_\_

Former Parent Firm/Firms:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name/Title/Phone Number of two (2) Principals in the firm:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT B**

**Firm Data Sheet (continued)**

Present Offices: City, State and number of personnel for each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personnel by Discipline: (For submitting office)  
List each person only once, by primary function:**

_____ Administrative	_____ Engineers	_____ Geologists	_____ Structural
_____ Architects	_____ Chemical	_____ Hydrologists	_____ Soils
_____ CADD Operators	_____ Electrical	_____ Land Surveyors	_____ Mining
_____ Construction	_____ Mechanical	_____ Oceanographers	_____ Planner
_____ Inspectors	_____ Transportation	_____ Urban/Regional	_____ Sanitary
_____ Ecologists	_____ Economists	_____ Specification Writers	_____ Draftsmen
_____ Others, please specify _____			

**SUBCONSULTANT FIRMS:**

**FIRM NAME AND ADDRESS**

**SERVICES TO BE PROVIDED**

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT C

**Project Complexity Group**

**"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY:** Complex Laboratories, Medical Hospitals

**"B" - MORE THAN AVERAGE COMPLEXITY:** Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers

**"C" - REPAIRS AND RENOVATIONS:** Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work

**"D" - AVERAGE COMPLEXITY:** General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings

**"E" - LESS THAN AVERAGE COMPLEXITY:** Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures

**"F" - CONSIDERABLY LESS THAN AVERAGE COMPLEXITY:** Warehouses, Parking Garages, Storage Facilities

**"G" - BUILDING ENGINEERING SERVICES:** Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

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